

## **Chapter 2**

### **LICENSING BY EXAMINATION**

**Section 1. Application for Examination.** Applications for examination shall be submitted to the Board on the prescribed form accompanied by the appropriate fee and be received in the Board office no later than fifteen (15) days before the examination is to be given.

**Section 2. Failure to Pass.** The examination for licensure is made up of two (2) phases, Theory and Practical.

(a) An applicant who fails the examination must retake any phase of the examination failed;

(b) Applicants who have failed any phase of an examination must reapply and pay the appropriate fee before retaking the examination;

(c) Any applicant who has failed any phase of an examination and does not pass all phases within one year of failing, must retake the entire examination;

(d) No applicant is entitled to a license until all phases of the examination have been taken and passed.

**Section 3. Waiver of Examination.**

(a) An applicant from another state that does not require a board administered practical examination, who has passed the nationally standardized theory examination required in Wyoming, is only required to take the practical phase of the examination.

(b) An Applicant from another state who meets the requirements of W.S. 33-12-130 who has passed both the same nationally standardized theory and the practical examination given by the Board, meets the requirements for licensure.

**Section 4. When Eligibility is Unclear.** If the Board is unable to ascertain from documents submitted by the applicant that the applicant is eligible for examination or licensure, it may require the applicant to provide additional documentation or information deemed necessary to make that decision. Oral interviews may be requested.

**Section 5. Notification of Applicants and Right of Appeal.** Board approval of the applicant's initial application will be communicated in writing to the applicant along with information and instructions for sitting for the examination. Denial on the basis of initial application materials, including the reasons shall be communicated in writing to the applicant. The applicant shall have the right of reconsideration based on submission of new information and/or an appearance before the Application Review Committee with the opportunity to demonstrate that they meet all the licensure requirements.